

REPORTS INVENTORY

PREPARE IN DUPLICATE

SRB 111

1. TITLE OF REPORT (If a fill-in report include Form No.)

111 - Date of GRADE Report for D CAREERLISTS

2. TYPE
OF
REPORT

STATISTICAL

NARRATIVE

✓ MACHINE-NAME LISTING

3. FUNCTIONAL AREA

✓ PERSONNEL

TRAINING

LOGISTICS

SECURITY

MEDICAL

FINANCE

ADMIN. GENERAL

OTHER (specify)

4. NO. OF COPIES PREPARED

2

5. FREQUENCY (weekly, monthly, quarterly, etc.)

Monthly

6. DISTRIBUTION (No. of components not
number of copies)

1

7. FORMAT (memorandum, form
computer print-out, etc.)

CD-3

8. ADP PROCESSING

✓ YES

IF YES GIVE ADP PROCESSING NO.

NO

P-17

9. PREPARING COMPONENT (include lowest level
contributing information to report)

OCS/OPERATIONS

11. FEEDER REPORTS (State total number and identify by Title,
Form No., or nomenclature. Attach separate sheet if necessary.)

Form 1150 + T/O MASTER

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-06-3	4.21		.29		1.22		12		14.64

B. COSTS OF COMPUTER PRODUCED REPORTS

			.60		12		7.20
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TOTAL COSTS PER YEAR

\$ 21.84

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in item 9). IF KNOWN,
INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

The D CAREER SERVICE requested this date of grade run with
the position information on it and they wanted the most current information
in the computer

14. FUTURE GOALS

15. PROPOSED BY COMPONENT FOR THIS REPORT

✓ RETAIN AS IS ☐ OTHER (explain)

CHANGE

DISCONTINUE

ESTIMATED SAVINGS

MAN-HOURS

DOLLARS

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16. DATE OF INVENTORY

26 OCT 1970